

## Notes

## Tri Wing Encampment

### Basic Cadet Operating Instruction



United States Air Force Auxiliary  
Civil Air Patrol

Cadet Programs

**ENCAMPMENT OPERATING INSTRUCTION (OI)**

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**Chapter 13**  
**Dining Etiquette**

13.1 This chapter is to help you with proper dining etiquette during formal dinners. This knowledge will be applicable for your whole life. Good manners and proper decorum is the rule. This list is not all-inclusive - these are just to get you started.

13.2 Keep your hand in your lap if unused. Keep your elbows off of the table. Place the napkin on your lap as soon as you sit. Sit erect, with your feet under your chair and all four chair legs grounded. Do not talk when you have food in your mouth.

13.3 Toasting is usually done with water or tea. Raise the glass and say "hear, hear" unless it is a silent toast. Keep your glass charged (not empty) when toasting.

13.4 Each silverware piece is arranged for use outside in. If food A is served first, naturally, the outermost silverware pieces are for food A. Hold silverware like you would hold a pencil, not a shovel. When you're finished with a silverware piece, lay it on top of the dish or plate - don't prop it.

13.5 If you must serve yourself food from a serving bowl, do not dig around for food. Take your portion and pass it along.

13.6 Use common sense - act as though one of your parents were there. Your Flight CC can help you with any other questions you may have about protocol or manners.

13.7 Uniform will be short sleeve blue shirt, open collar (no tie), and all ribbons.

## 12.12 ENCAMPMENT STAFF

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 Encampment Commander
 

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 Commandant of Cadets
 

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 Cadet Commander
 

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 Cadet Deputy Commander
 

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 Encampment Command Chief Master Sergeant
 

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 Squadron Commander
 

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 Squadron First Sergeant
 

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 Flight Commander
 

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 Flight Sergeant
 

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## 12.13 TACTICAL STAFF

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 Senior Tactical Officer
 

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 Tactical Officer
 

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## Chapter 1

### General

1.1 Cadets will become familiar with the contents of this OI immediately upon arrival at encampment.

1.2 Introduction. By nature, the CAP encampment is a rigorous training exercise. It is designed to challenge the cadet physically and mentally. It is the most important single challenge that the cadet must meet before attaining the coveted General Billy Mitchell award which entitles the bearer to cadet officer status in Civil Air Patrol. Credit for successful completion of a CAP encampment must be earned; it is not automatically granted for simply attending the encampment.

1.3 Government Equipment. Encampments may have government owned equipment in the rooms or in the common use areas. No one will use this equipment unless authorized by the Encampment Commander. Examples include: floor buffers, computers, dry erase boards, office supplies, filing cabinets, etc.

1.4 Motor Vehicles. Any cadet who brought a motor vehicle to the encampment must be aware that they cannot use the vehicle during the activity. It will be parked, locked and the keys turned into the Encampment Administrative Officer.

1.5 In- and Out-Processing. Proper encampment credit may not be granted if basic cadets do not properly in- and out-process. You will receive your Graduation Certificate at out-processing. Follow instructions given by in-processing staff.

1.6 Contraband Items. You will have your personal belongings inspected by your TAC Officer for unauthorized items, to include: knives, flame producing devices, drugs (aspirin), tobacco, alcohol, pornography, food and personal electronic devices (cell phones, pagers, CD players, radios). Legal items will be stored in a safe place and returned at out-processing. Illegal items will be discarded and may be grounds for immediate dismissal. Money over \$10 will be collected and stored during Encampment and can be accessed from your TAC.

1.7 Dismissal or Withdrawal. Cadets in attendance are responsible for conducting themselves in a manner reflecting credit upon themselves and CAP. Misconduct may subject a cadet to dismissal from the encampment without credit under provisions of CAPM 52-16. The Encampment Commander or his/her designated representative will base dismissal on a thorough and impartial investigation. A cadet will be permitted to withdraw from encampment without prejudice for reasons of sickness or hardship. Encampment credit cannot be granted to a cadet who withdraws unless he/she has satisfactorily completed at least 80% of the scheduled training.

1.8 Protocol. During the encampment, you will carry with you at all times your CAP ID card (or equivalent letter from home squadron commander) and this OI, except when showering or at PT.

1.9 Reporting procedures. Knock once at the door and wait for instructions to enter. Position yourself two paces from the officer or the desk. Salute and report: Sir/Ma'am/Sergeant, cadet (your grade and name) reporting as ordered. Drop your salute after it has been returned. Converse professionally, using the proper courtesies. When your business is completed, salute,

## 12.10 MILITARY CHAIN OF COMMAND

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Commander in Chief

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Secretary of Defense

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Secretary of the Air Force

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Chairman, Joint Chiefs of Staff

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Chief of Staff, USAF

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## 12.11 CAP CHAIN OF COMMAND

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National Commander

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National Vice Commander

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National Chief of Staff

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Middle East Region Commander

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Wing Commander

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## 12.5 FIRST LAW OF A CADET

The first law of a cadet is to accept all orders and carry them out to the best of my ability without question.

## 12.6 PUBLIC LAW 476

This is the Public Law that enacted CAP as a non-profit organization. Public Law 476, 79<sup>th</sup> Congress, 01 July 1946.

## 12.7 PUBLIC LAW 557

This is the Public Law which made CAP the official auxiliary of the United States Air Force. Public Law 557, 80<sup>th</sup> Congress, 26 May 1948.

## 12.8 PREAMBLE TO THE CONSTITUTION

We the people of the United States, in order to form a more perfect union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare and secure the blessings of liberty for ourselves and our prosperity, do ordain and establish this Constitution for the United States of America.

## 12.9 DEFINITION OF LEADERSHIP

“The art of influencing and directing people in a way that will win their obedience, confidence, respect and loyal cooperation in achieving a common objective.”

wait to have your salute returned, execute a facing movement (left, right or about) toward the exit and depart.

## Chapter 2 SAFETY

2.1 It is the responsibility of every cadet and senior member at encampment to promote and observe all safety precautions.

2.2 Safety violations may be reported through normal channels or a cadet may go directly to his/her Tactical Officer.

2.3 Barracks - the following is a partial list of general safety rules for use while in the barracks.

1. Running is not permitted inside buildings.
2. Electrical appliances will be unplugged when not used.
3. All personnel will be aware of the fire procedures in their area at all times, i.e. evacuation routes, fire telephone number, etc.
4. All fires (or possible fires) will be reported to the fire department and then to your immediate superior.
5. While sleeping, cadets will have their gym shoes (unlaced) placed next to their beds. This allows cadets to quickly put on their shoes if there is an evacuation.

2.4 Road Guards.

1. Road Guards will wear a reflective vest while marching, if available.
2. In hours of darkness, element leaders and road guards will carry a flashlight and will have it turned on while traveling on any street.
3. The flight staff will assign three road guards. Only one road guard is necessary for each direction of traffic.

## 2.4 Road Guards (continued):

4. Each road guard will stand at parade rest and hold his/her right arm forward with fingers together and palm facing out. If dark, the flashlight will be held in the right hand, and will be tilted back and forth while standing in the roadway.

5. Road guards will *safely* double time to and from their positions.

6. Each student will take a turn at road guard.

### GENERAL KNOWLEDGE

12.1 GENERAL. The cadet must memorize the following items word for word. This added task (along with academics and leadership training) gives the cadet experience at thinking under pressure. It is hoped that the cadet will find that all of the material is of some use to him/her after encampment, and indeed all items included should be familiar to all cadets.

#### 12.2 THE CAP CORE VALUES

INTEGRITY  
VOLUNTEER SERVICE  
EXCELLENCE  
RESPECT

#### 12.3 THE CADET OATH

I pledge that I will serve faithfully in the Civil Air Patrol cadet program, and that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and to advance my education and training rapidly to prepare myself to be of service to my community, state and nation.

#### 12.4 DEFINITION OF MILITARY DISCIPLINE

The definition of Military discipline is the mental attitude and state of training which renders willing obedience instinctively under all conditions.

## Chapter 11 RESTRICTIONS

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11.1 Cadets will not gamble, smoke, use any drugs, including tobacco preparations, or consume alcohol at any time during the encampment regardless of age.

11.2 The use of any non-prescription medications must be cleared by the Medical Officer or designated representative before being taken at encampment.

11.3 Cadets will not engage in conversation with any other cadet not assigned to his/her own flight except in accomplishment of official and authorized business.

11.4 Cadets will not leave the barracks area at anytime except when authorized. Cadets will march and square corners when in formation. Two or more cadets constitutes a formation.

11.5 Sunglasses will not be worn in formation unless they are authorized by the Medical Officer or designated representative.

11.6 Personal stereos, cell phones, pagers, alarm clock radios, televisions, walkmans or CD players will not be used anytime during the encampment.

11.7 Barracks areas of members of the opposite sex are prohibited from 2130 to 0700 hours for all personnel. Entering barracks areas of the opposite sex during authorized hours is for OFFICIAL BUSINESS ONLY. You will shout "Male (Female)" so all can hear. Do not enter until cleared by someone in the barracks. If there is no response after three honest attempts, assume no one is in the area and enter.

## Chapter 3 ATTENDANCE

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3.1 Absence from duty. Only the Encampment Commander, Commandant of Cadets, Medical Officer or the cadets' Tactical Officer may excuse cadets from duty or formations. Any cadet excused from duty or formations will receive written notice confirming his/her status. He/she will notify his/her Flight Commander and report to his/her Tactical Officer. At all formations, the Flight Commander will report all absences as directed. When a cadet misses a part of a training session, he/she will attend as much of the remaining portion as possible.

3.2 Encampment Credit. Credit for completing a CAP encampment is by no means automatic and is granted by CAP National Headquarters, upon receipt of a report from the Encampment Commander recommending that credit be granted. Each cadet must satisfactorily complete at least 80 % of the scheduled training and instruction, as determined by the Commandant, to receive encampment credit.

## **Chapter 4**

### **ORGANIZATION**

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4.1 Structure. The encampment is organized as a cadet wing, with subordinate groups, squadrons and flights. The flight is the basic training unit of the encampment.

4.2 Cadet Staff. The Commandant of Cadets selects the cadet staff from advanced cadets who have applied for a staff position. All cadet staff members will have attended at least one previous encampment.

4.3 Tactical Officer. The Tactical Officer is a CAP Senior Member assigned to observe, and evaluate members of the flight. The TAC Officer is also the flight staff's mentor. The health and well-being of the cadets within the flight is the responsibility of the Tactical Officer. Each cadet may look to him or her for guidance with any problem.

4.4 Chain of Command. A cadet desiring to report to a higher level of command will do so through all intermediate echelons of command. If a cadet desires to talk to his/her Tactical Officer, he/she may do so, at any time, by making a request to his/her Flight Sergeant or Flight Commander. A request to speak to the Tactical Officer will never be denied and will be granted immediately by the cadet staff member.

4.5 In-Flight positions. You will have the opportunity to serve in a responsible role in some capacity during the encampment. You can volunteer for element leader, road guard, or guidon bearer. Your flight staff will brief you on the rules, restrictions, duration and details for each job.

## **Chapter 10**

### **CUSTOMS AND COURTESIES**

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10.1 Cadets will briskly and silently remove headgear with their right hand immediately upon entry into a building or under a canopy or cover. Headgear is not worn indoors or on a flight line.

10.2 Cadets will salute all officers, senior or cadet, as defined in CAP regulations.

10.3 All cadets may attend the church of their faith on the appropriate day.

10.4 Cadets will double time when proceeding to or from formation, except when returning from a meal formation or when carrying bulky articles.

10.5 Cadets will stand at attention when addressing or being addressed by a staff member unless the staff member directs otherwise.

10.6 When asked a direct question, the answer will be clear, brief and concise.

10.7 Basic cadets will not be seated in classrooms or on vehicles until directed to do so.



9.7 Cadets will be at ease in the dining hall while eating. If an officer addresses a cadet, he/she will come to the position of seated attention.

9.8 Conversation will not be permitted between basic cadets unless specifically authorized. Talking between tables is not permitted. Staff members are allowed to talk because meals are often the only opportunity they have for discussions.

9.9 When the table is finished eating, cadets will push the chairs in and depart dining hall, leaving trays as directed.

9.10 Cadets will depart the dining hall without delay, in a military manner, and will proceed directly to their flight formation outside the dining hall.

9.11 MRE (Meals Ready to Eat) On some occasions, we will receive MRE's instead of eating in the dining hall. Follow the instructions of your flight commander or flight sergeant on where and when to receive your MRE. Cadets will be allowed to eat all food in the MRE, including dessert. You will be instructed on what to do with other items in the MRE such as matches and heater units. No one is allowed to keep these items as they are on the restricted items list. At the conclusion of the meal, all items will be placed in trash bags supplied and will not be left to litter the area where you ate.

**UNIFORM & APPEARANCE**

5.1 Grooming Standards. All members of CAP must be well groomed and assure that their personal appearance at all times reflects proper credit upon themselves and CAP. The established grooming standards are published in CAPM 39-1, "Civil Air Patrol Uniform Manual." Cadets are encouraged to familiarize themselves with this manual.

5.2 General Appearance. Cadets will be in proper uniform at all times. Cadets are expected to maintain a high standard of appearance. Uniforms will be neat and clean at all times. All buttons with the exception of the neck button will be buttoned. No items will be carried in shirt pockets except for Membership Card and OI. Uniforms will be worn in accordance with CAPM 39-1, "Civil Air Patrol Uniform Manual."

5.3 Uniforms. The uniform combinations to be worn during the encampment are outlined on the encampment equipment list. This form should have arrived with your acceptance packet.

1. Short Sleeve Blues Uniform (Blues). Consult your CAPM 39-1 and Encampment workbook for a complete description. Females may wear skirt or slacks based on availability and policy.

2. Battle Dress Uniform (BDU). The utility uniform. You will wear this uniform for most of the encampment. Consult your CAPM 39-1 and Encampment workbook for a complete description.

### 5.3 Uniforms (continued)

3. Physical Training/Barracks Uniform.  
Brown (BDU), white, or Encampment T-shirt,  
Athletic shorts, blue, or BDU pants, tied at ankles  
Gym socks, white (with stripes OK)  
Athletic shoes  
Athletic supporter/Bra (as appropriate)
4. Boots/Shoes. Your boots and uniform shoes will be cleaned and polished.

### 5.4 Personal Hygiene.

1. Cadets are expected to maintain high standards of personal hygiene. Cadets will take at least 1 shower per day. Deodorant will be used. Underwear will be changed daily. Cadets will be clean-shaven (mustaches excepted).
2. Since time is of paramount importance when using the shower facilities, speed is required. Although cadets are not accustomed to this at first, the showers should be of short duration- about three minutes. It is important that the showers are quick, but also done *completely*. There are many people waiting to use the showers and little time to use them. When using sinks, keep from splashing water everywhere. Be sure to check for all of your personal belongings before leaving an area- shampoo, soap, soap trays, clothes, etc. Also, keeping the latrine and shower area(s) as neat as possible saves time cleaning it later.
3. No clothing or bathing suits will be worn during showers.

## Chapter 9 DINING HALL

9.1 All cadets will file into the dining hall in a single file column. When the line halts, cadets will assume the position of parade rest. Prior to moving forward, cadets will come to attention, march forward, and again assume parade rest.

9.2 After receiving trays of food, cadets will proceed to the most distant vacant chair on the designated area of the dining hall. Cadets will not start a new table until the current open table is filled.

9.3 The cadet will stand at parade rest behind the chair until the table is filled. When all places are taken, the last person to arrive will quietly say, "Seats." Cadets may now begin eating. Proper placement for hats is on the lap, knee, or floor. Cadets will not put items other than food (hats, road guard vests, binders, etc.) on the table. The best place is usually under the chair.

9.4 Only one hand will be used for eating. The other will be kept in lap except when cutting meat or buttering bread, etc.

9.5 No cadet will be denied any portion of his/her meal. Take what you want (except for specifically prohibited items), eat what you take. Seconds may be obtained after completion of first helping.

9.6 Cadets are expected to eat and maintain a properly balanced daily diet. Cadets will not consume carbonated beverages unless specifically authorized.

- 8.11 All uniform items not being worn will be in inspection order.
- 8.12 Cadets will sleep between sheets, on a mattress on a rack.
- 8.13 Barracks telephones will not be used to initiate calls, except in an emergency such as fire.
- 8.14 Cadets will maintain and police the grounds adjacent to their barracks.
- 8.15 Spare hangers, luggage, and extra equipment will be neatly stored in an extra room, if available.
- 8.16 When using a stairway, will use every step. Running, skipping or jumping is not permitted.
- 8.17 Glass on windows will not be touched except for cleaning and adjusting.
- 8.18 Articles will not be thrown out of windows at any time.
- 8.19 Personal Time. Personal time is based on the encampment schedule. During this time encampment staff will not task basic cadets. Examples of appropriate activities: an extra shower, shining shoes, preparing personal items for inspection. Basic cadets will conduct themselves with discipline and decorum. Horseplay will not be tolerated at any time. Personal time is a privilege.

## Chapter 6 TRAINING

6.1 Course Content. The course content at encampment will include at least the following:

US Military Total Force	Attitude and Discipline
USAF-CAP Relationship	Opportunities in CAP
Physical Training	Emergency Services
Moral Leadership	CAP Organization & Mission
Drill and Ceremonies	Drug Awareness
Customs and Courtesies	Leadership Laboratory
Wear of the CAP uniform	Encampment Electives
Functions of a Military Base	

Each cadet will have read and have a working knowledge of CAPM 50-1 “Introduction to CAP”, CAPP 151 “Customs & Courtesies”, “Leadership: 2000 and Beyond” Chapter 1, CAPM 39-1 “Uniform Manual” and AFR50-14 “Drill & Ceremonies”, prior to their arrival to encampment.

6.2 Examinations. There will be a pre-exam and final examination. These tests are used to measure the effective of the academic training effort. These tests are also the basis for awards in the academic excellence category. Graduation is not based on these exams.

6.3 Evaluation. Basic Cadets will be evaluated constantly by the Cadet and Tactical staffs from the moment you arrive until you have departed. Evaluation of your performance will be on leadership, academics, activities and physical training activities.

**Awards**

7.1 Awards. Awards are not designed to be won. An award is formal recognition of outstanding performance or capability. There are two kinds of awards, individual and group, and many categories such as academic excellence or honor flight. Below are listed possible awards that may be given out at encampment.

**7.2 Encampment Individual Awards.**

1. Honor Cadet
2. Honor NCO
3. Honor Officer
4. Most Improved Cadet

**7.3 Daily Group Awards.**

1. Honor Flight
2. Honor Squadron

**7.4 Encampment Group Awards.**

1. Honor Flight
2. Honor Squadron
3. Volleyball Champions
4. Drill Team Champions

**BARRACKS PROCEDURES**

8.1 Cadets will be familiar with all items on the flight bulletin board, if available.

8.2 Cadets will stand at attention in passageways to allow staff members to pass. Cadets will not come to attention on stairways, (for safety reasons) but will allow staff members to pass.

8.3 No unnecessary noise will be permitted in the barracks at any time.

8.4 Any items borrowed from another flight (i.e., buffers, mops, etc.) will be returned as soon as possible.

8.5 Bed will be occupied only when so directed.

8.6 Broken or defective equipment will be reported immediately to the flight sergeant or commander.

8.7 Any personal items left in the latrine will be confiscated.

8.8 All latrine facilities and all barracks facilities will be fully utilized. None will be reserved "For Inspection Only."

8.9 Barracks will be kept neat and clean and will be subject to inspection anytime during the duty day.

8.10 Basic cadets will not get up in the morning until "First